

MINUTES

Student Representative Council

Date:	8 September 2020
Time and venue:	6pm, WebEx Teams
In attendance:	Lin Lau (Chair), Travis Hallam (Secretary), Sonela Raggoo, Ider Khoskhuu, Sachini Akushla, Hwee Yue Quck, Joyline Tait, Nesma Said, Victoria Varlet, Celsete De Freitas, Nok Tung Lam, Swetta Libera
Apologies:	Nil
Minutes secretary:	Travis Hallam

<u>Action Items</u>	<u>Responsibility</u>	<u>Deadline</u>	<u>Status / Update</u>
Meeting with Michaela on best method of introducing reps through O'week	Chair	TBA	
Student reps to get in touch with teachers to introduce student reps.	All representatives	TBA	
Review best way to introduce a link onto Brightspace	Chair	TBA	
Reps to post different content (frequently) onto the online community and create individual groups based on course they are studying.	All representatives	On going	
Generate a 'Vision / Mission statement' & Job Description to be published	Chair, reviewed by all representatives	22/09/2020	
Student reps to use 'word of mouth' to promote and introduce ourselves	All representatives	On going	
Introduce more workshops & webinars to the online community	To be reviewed	On going	
Create weekly/monthly newsletters	To be reviewed	TBA	
Discuss with Holmesglen on introducing a diary/journal to new and current students	To be reviewed	TBA	

1. Introduction and apologies

Reps introduced themselves to the council. Confirmation that a quorum was met.

2. Confirmation of minutes of previous meeting

NA – initial meeting.

3. Reporting on action items arising from minutes

NA – initial meeting.

4. Election of Council Chair and Secretary

Lin Lau and Travis Hallam stood for election of the Council's Chair and Secretary. Reps presented for 5 minutes. Lin Lau elected Chair for the period of Semester 2, 2020. Travis Hallam elected Secretary for the period of Semester 2, 2020.

5. Strategies on introducing ourselves to the student body

The council discussed various strategies to introduce themselves to the student body including:

- Orientation (O'week) – Introduce a diary for students with info provided
- List details under courses on the enquiry page that directs potential students to the online community to connect with students and read forums.
- Get in touch with teachers to spread the message about SA
- A link through Brightspace (which already existed)
- Update our LinkedIn Profile, connect with students
- Start a group on WebEx with your department
- Reps representing courses to create & run group on the online community
- Introduce ourselves in classrooms
- Attach a job description including can's and can not's of a rep on introduction page
- Reps to produce a 'mission statement'

- Action Items: **(Refer to table on page 1)**

- Meeting with Michaela on best method of introducing reps through O'week
- Student reps to get in touch with teachers to introduce us student reps.
- Review best way to introduce a link onto Brightspace
- Reps to promote through linkedIn (Including their role and title of the council they sit on)
- Generate a 'Vision / Mission statement' & Job Description to be published
- Students reps to use 'word of mouth' to promote and introduce ourselves

6. Increasing traffic to the online community

The council discussed various strategies to increase traffic to the online community, including:

- Post different content (frequently), including different topics

- Word-of-mouth (student reps spreading the message)
- Workshops, Webinar & Public speakers (fitness centre & activities)
- Create (weekly/ monthly) Newsletter/ email/ diary/ journal
- Posting on Holmesglen's social media accounts with links to the online community.
- Launching an App
 - Action Items: **(Refer to table on page 1)**
 - Introduce more workshops & webinars to the online community
 - Create weekly/monthly newsletters
 - Discuss with Holmesglen on introducing a diary/journal to new and current students
 - Reps to post different content (frequently) onto the online community and create individual groups based on course they are studying.

7. **General Business**

- Chair & Secretary will formalise templates for agendas and minutes and publish online.

8. **Other Business**

- Discussed the idea of Reps to promote through LinkedIn (Including their role and title of the council they sit on)

9. **Next meeting**

- Tuesday - September 15, 2020. – 6pm